

DEPUTY DIRECTOR FINANCE

FLSA Code: E

Job Code: 2130

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult professional and administrative work auditing city and school system accounting and financial activities and systems; does related work as required. Work is performed under the general supervision of the Financial Services Director.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Plans, coordinates, and directs the accounting function; prepares year-end financial statements and annual report; ensures compliance of City finances with Generally Accepted Accounting Principals.

Checks, reviews, authorizes, and updates all payroll, accounts payable, purchase, collections and other financial transactions entered into system;

Analyzes and reconciles all bank accounts, general ledger accounts, monthly cash receipts, and billing accounts.

Schedules, directs and organizes all phases of annual financial audit;

Prepares related paperwork and interdepartmental gathering of data;

Interviews auditors, works with and assists auditors during audit process;

Directs, plans, assigns and oversees the work of the finance staff;

Supervises activities, such as recording disbursements, expenses, and tax payments and data processing activities;

Allocates resources; conducts annual performance evaluations; handles disciplinary problems; approves and schedules leave; assigns and prioritizes work; trains and guides staff;

Performs numerous financial analyses, as required, including insurance change implications, fund balance changes; processes budget transfers, journal entries; tracks fixed assets; tracks and records refundable and non-refundable bonds; completes financial surveys; reconciles and evaluates all accounts and bank statements;

Serves as liaison between Finance and other departments; works regularly with other departments on financial and budgetary matters;

Assists the Finance Director with special projects and development of departmental policies and procedures; hires and supervises office temporary staff;

Serves as backup for all department functions; serves as Finance Director in Director's absence;

Performs other duties as assigned.

REQUIREMENTS/EDUCATION/EXPERIENCE:

Graduation from an accredited college or university (Bachelor's Degree) with major course work in accounting (CPA preferred) and considerable experience with municipal accounting systems; thorough knowledge of municipal operations and accounting principles and procedures, and State and Federal laws and local ordinances governing the receipt, custody and expenditures of funds; thorough knowledge of standard office procedures, practices and equipment as applied to the maintenance of accounting systems; demonstrated ability to prepare, interpret and present complex financial information, analyze complex financial systems and to establish and maintain effective working relationships with associates. An equivalent combination of training and experience may be considered.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all inclusive. Duties, responsibilities and requirements may be added, deleted or changed at any time at the discretion of management.